



DHL Express Ireland Ltd.



#APP-2403834



Co. Dublin,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



22/07/2025



19/08/2025

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Logistics Associate - Apprenticeship

Job Description

First Year Apprentice Vacancy

Role Title: Airfreight Warehouse Handling Apprenticeship

Business Unit: DHL Global Forwarding

Location: Cedar Drive, Dublin Airport Logistics Park, St. Margarets, County Dublin

Scope of Role

Documentation Support: Assist in the preparation, printing, and

organization of essential export documentation, including

outturn sheets and airway bills (HAWB and MAWB).

Regulatory Compliance: Contribute to the maintenance of

compliance with GDP regulations by supporting daily safety

checks and ensuring the timely completion of warehouse logs.

Inventory Management: Participate in daily inventory

assessments and assist in the management and ordering of

necessary supplies to support operational efficiency.

Log Maintenance: Aid in the accurate updating and

maintenance of booking-in logs and seal logs to ensure

compliance and operational integrity.

Technology Proficiency: Utilize relevant software and

technology tools effectively for document management and

communication, enhancing operational workflows.

Collaborative Engagement: Work collaboratively with the

operations team to gain insights into air export processes and

support the overall efficiency of export operations.

Reports to Days & Hours of Work

Aviation Warehouse & Security Manager

4 days per week 9.00 – 17.30 during academic year (1 day attending college),

and Monday to Friday 9.00 – 17.30 otherwise

Key Accountabilities

Document Preparation: Ensure the accurate preparation and timely printing of all necessary export documentation, including outturn sheets and airway bills (HAWB and MAWB).

Compliance Monitoring: Assist in monitoring and verifying compliance with GDP regulations through the execution of daily checks and the maintenance of relevant documentation.

Inventory Management: Support the tracking of inventory levels and assist in the ordering of supplies, including thermal blankets, to ensure operational readiness.

Stock Control: Perform monthly stock checks on all inventory and submit reports to finance, while also ordering and maintaining PMC stock and spreader boards.

Log Management: Maintain and update booking-in logs and seal logs, ensuring that all entries are accurate and compliant with established operational standards.

Technology Utilization: Leverage technology and software applications effectively to streamline documentation processes and improve communication within the team.

Team Collaboration: Engage proactively with the operations team to learn and contribute to the efficiency of air export operations, fostering a collaborative and productive work environment

Expected Qualifications

H7/O6 or above in five leaving certificate (or equivalent) subjects. A minimum of grade O6 must be obtained in English. A minimum of grade O6 or a B2 or above in Foundation level must be obtained in mathematics.

OR

Holders of a QQI Level 5 or Level 6 (or equivalent) in cognate areas (e.g. business, logistics and distribution, supply chain management,

Etc) OR

For more information please see [apprenticeship.ie](https://www.apprenticeship.ie)

Note: As part of the national apprenticeship system, there are formal requirements for approval of an employer's suitability to train apprentices and for registration of apprentices. Advertising on this site does not guarantee that Employers are approved to recruit and train for apprenticeship positions.

- **Sector:** other service activities

Career Level

- Not Required

